

## ABSTRACT OF THE DISCLOSURE

### APPARATUS AND METHOD FOR DYNAMICALLY CREATING FAX COVER SHEETS CONTAINING DYNAMIC AND STATIC CONTENT ZONES

5           According to the preferred embodiments of the present invention, an apparatus and method for creating dynamically-generated fax cover sheets containing dynamic and static content zones are disclosed. When used in conjunction with a digital filing apparatus, such as that disclosed in U.S. Patent Application serial number 09/001,228, users of the present invention will be able to use a standard fax machine as part of an  
10   overall system to quickly and easily file their paper-based documents on the Internet. In this context, digital filing refers to the efficient management of paper-based information from its receipt at the desktop through an indexing, scanning, image storage and image retrieval process. The preferred embodiments of the present invention provide for easy and effective indexing, imaging, storing, retrieving and  
15   managing of paper-based documents, transforming them into electronic documents using a system which incorporates many existing office resources. The present invention allows users to index and label documents prior to scanning/imaging and then use dynamically generated fax cover sheets and a fax machine to create digital images of the paper-based documents. Each dynamically-generated fax cover sheet  
20   will contain a globally unique document identifier and, if desired, other relevant document-specific or user-specific information. The document-specific information and the user-specific information is contained in dynamic content zones on the fax cover sheet. Each dynamically-generated fax cover sheet generated by the digital filing system will be globally unique, with respect to at least one of the dynamic  
25   content zones and no two dynamically-generated fax cover sheets will ever be identical. In addition, each dynamically-generated fax cover sheet may also contain

[illegible]